

[? Help](#)**Job details**

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 32263BR**Type of Recruitment** Transfer Opportunity**Department** Probation**Position Title** INFORMATION TECHNOLOGY AIDE**Filing Type** Open Continuous**General Information** **\*DO NOT APPLY ONLINE\***

The Probation Department, Information Systems Bureau (ISB) is currently seeking a well-qualified individual to fill the position of Information Technology Aide.

**Requirements** Permanent County of Los Angeles employees who have passed their initial probationary period and are currently holding the payroll title of **Information Technology Aide - OR - who are currently reachable on an eligible list for Information Technology Aide** are invited to submit their resume with cover letter, copies of their last two(2) years performance evaluations, and time history report (prime variance only) for the last two (2) years.

Documents can be emailed or mailed to:

**Gina Yates**  
**Probation Department**  
**9150 East Imperial Highway**  
**Downey, California 90242**  
**Work Phone: (562) 940-2460**  
**Fax Number: (562) 803-3501**  
[Gina.Yates@probation.lacounty.gov](mailto:Gina.Yates@probation.lacounty.gov)

Please include your name, position title, and bulletin number on all correspondence.

All material submitted will be evaluated. Only the most qualified applicants will be contacted for an interview. The interview process will be used to determine final selection.

**Desirable Qualifications**

- Strong oral and written communication skills.
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced and dynamic environment.
- Proficiency in Microsoft Office 2010, including Microsoft Windows 7, MS Word, MS Excel, MS Outlook and MS Access.
- Ability to work independently, with a basic understanding of computer hardware and software and their role in the applications functions and performance.
- Strong basic hardware and software troubleshooting skills, basic knowledge of computer networking and network security. Candidate should be able to isolate a computer problem whether

hardware or software related.

- Knowledge and familiarity with TCIS, ETRS, CCHRS, JDIC, CAL Photo and Photo Manager is desirable. Knowledge of mainframe applications and mainframe emulations is preferred. Familiarity of criminal justice systems and Criminal Offender Record Information (CORI) is a plus.

#### Duties

- Creates, monitors, and audits criminal justice systems accounts according to the Department of Justice (DOJ) rules and regulations, and other owners and custodians.
- Coordinates with the DOJ, District Attorney, Superior Courts, Sheriff, Department of Motor Vehicles (DMV), and other agencies for access rights, connectivity, network security, and maintains accurate records and reports.
- Conducts onsite and offsite audits in coordination with the DOJ agents.
- Provides technical support to the justice systems users including the Consolidated Criminal History Reporting System (CCHRS), the Justice Data Interface Controller (JDIC), the Expanded Traffic Record System (ETRS), the Trial Courts Information System (TCIS), and the CAL Photo and Photo Manager System.
- Validates systems access requests on systems registration forms, and coordinates with users, supervisors, directors, and other agencies.
- Responds to confidential inquiries regarding the use and abuse of systems. And prepares reports, maintains accurate hardcopy and softcopy filing systems.

**Vacancy Information** The position is location at 3965 South Vermont Avenue, 3rd Floor, Los Angeles, California 90037.

**\*\*THIS IS NOT A CIVIL SERVICE EXAMINATION\*\***

**Available Shift** Day  
**Contact Name** Gina Yates  
**Contact Phone** (562) 940-2460  
**Contact Email** Gina.Yates@probation.lacounty.gov  
**Job Field** Information Technology  
**Job Type** Technicians

[Apply to job](#)

[Send to friend](#)

[Save to cart](#)

[View similar jobs](#)